

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

OFFICE OF THE SENATE

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

DEC 15 PM 1:26

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Success Academy

Travel date(s): October 21, 2016

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$255			\$32
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

The Trip Itinerary was strictly followed and it is included with this package. The meetings with parents and school staff were informative. The classroom observations were also very engaging and allowed us to interact with students and teachers. We toured two different campuses in different boroughs of New York City.

12/15/16
(Date)

Crystal Martinez
(Printed name of traveler)

[Signature]
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

12/16/16
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

Total Expenses Per Participant - 10/21/16 NYC Success Academy Site Visit

	Transportation Expenses (per participant)	Meal Expenses (per participant)
Actual Amounts	Train Ticket (Round Trip): \$236 Car service (Round Trip): \$19	Breakfast: \$10 Lunch: \$22
TOTAL	\$255	\$32

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Martinez, Crystal (Feinstein)

From: Eva Moskowitz <Eva.Moskowitz@successacademies.org>
Sent: Wednesday, August 17, 2016 11:01 AM
To: Martinez, Crystal (Feinstein)
Subject: Join us in NYC! See Success Academy in Action on October 21!

Dear Crystal,

I'd like to invite you to join us for a unique opportunity. On **Friday, October 21**, Success Academy will open its doors once again to a select group of congressional staffers for an in-depth experience highlighting our teacher training and scholar learning.

As we've grown over the past decade to 41 schools, we have also grown in academic excellence. Our schools now rank in the top 1% in math and in the top 1.5% in English, outpacing even the most affluent New York State school districts. This year, our scholars performed better than ever on NY state tests, achieving a 94% pass rate in Math and 82% in English. (For comparison's sake, NYC district schools had overall passage rates of 36% and 38%, respectively.) Additionally, our scholars with disabilities were twice as likely to pass Math than their district school counterparts, and our English Language Learner students fifteen times as likely to pass English. We are so proud of everything that our teachers, scholars, and families have achieved.

The event on October 21 is an opportunity to get an in-depth look at *how* Success Academy has maintained these extraordinary levels of achievement as it has scaled, and how we plan to continue this trend as we grow in the future. Participants will witness first-hand the incredible impact of our rigorous teacher training on student outcomes. Spanning two schools and numerous subjects, including Math, science and electives, participants will observe and speak with scholars, parents, teachers, and leaders to get a 360 degree view of what makes Success Academy unique.

Please **RSVP by September 7** so that we may make the necessary travel arrangements for you. For additional information, please reach out to Kimberly Vanderhoef at kimberly.vanderhoef@successacademies.org.

Thank you,
Eva Moskowitz
Founder and CEO
Success Academy Charter Schools



United States Senate

SELECT COMMITTEE ON ETHICS
HART SENATE OFFICE BUILDING, ROOM 220
SECOND AND CONSTITUTION AVENUE, NE
WASHINGTON, DC 20510-6425

October 5, 2016

Crystal Martinez
Office of Senator Dianne Feinstein
United States Senate
Washington, DC 20510

Dear Ms. Martinez:

This responds to your recent correspondence concerning an invitation you received to travel to New York, New York, on October 21, 2016, sponsored by Success Academy Charter Schools (Success Academy), for a tour of Success Academy's schools. Success Academy certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*¹ related to the travel and that it is neither a lobbyist, nor lobbying firm, nor an agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. However, Success Academy has certified that it is a private entity that retains or employs a registered lobbyist, and that no registered lobbyist will accompany you on *any segment of your trip*.²

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this one-day (exclusive of travel time) trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, Success Academy is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the

¹ The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

² The term "any segment of your trip" has a specific definition. See *id.* at 3.

completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel.**

Finally, Senate Rule 34 requires a reporting individual,³ on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$375 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their annual Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Deborah Sue Mayer
Chief Counsel and Staff Director

Enclosures: Travel Checklist

³ A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$123,175 for CY 2016) or is a political fund designee and is required to file an annual Financial Disclosure Report.

United States Senate

SELECT COMMITTEE ON ETHICS
HART SENATE OFFICE BUILDING, ROOM 220
SECOND AND CONSTITUTION AVENUE, NE
WASHINGTON, DC 20510-6425

Employee Privately-Sponsored Travel Checklist

Employees must submit their completed Pre-Travel Authorization Package to the Select Committee on Ethics (the Committee) at least 30 days prior to the travel departure date. Incomplete Pre-Travel Authorization Packages and Packages submitted later than 30 days prior to the travel departure date will not be considered or approved. All of the forms and materials listed below are available as fillable PDFs on the Committee's website at <http://www.ethics.senate.gov>.

Pre-Travel Authorization

Prior to Submitting a Pre-Travel Authorization Package to the Committee

- ☐ Review Senate Rules and the Committee's Privately-Sponsored Travel Guidelines on the Committee's website.
 - ☐ Ensure your supervising Senator or Officer (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain) has determined the expenses for the trip are necessary and reasonable.
 - ☐ Ensure your supervising Senator or Officer has certified the proposed travel is connected to your official duties and will not create any appearance of a public office being used for private gain.

At Least 30 Days Prior to Travel: Submit Completed Pre-Travel Authorization Package *File with the Select Committee on Ethics in SH-220*

- ☐ Complete Employee Pre-Travel Authorization Form (Form RE-1)
 - ☐ Ensure this form is typed and that all of the fields are completed.
 - ☐ Ensure your supervising Senator or Officer has signed this form.
 - ☐ Personally sign this form.
- ☐ Ensure Pre-Travel Authorization Package is complete. A complete Package includes:
 - ☐ Form RE-1
 - ☐ Private sponsor invitation (the formal invitation, letter or e-mail you received from the private sponsor).
 - ☐ Completed and signed Private Sponsor Travel Certification Form (4 page form that includes detailed information about the trip).
 - ☐ All attachments to the Private Sponsor Travel Certification Form
 - ☐ Complete and final itinerary
 - ☐ List of Senate invitees
 - ☐ Any other necessary attachments
- ☐ Retain a copy of your complete Pre-Travel Authorization Package for inclusion in your required post-travel disclosure.

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Crystal Martinez

Employing Office/Committee: Senator Dianne Feinstein

Private Sponsor(s) (list all): Success Academy Charter Schools

Travel date(s): 10/21/2016

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): New York City

Explain how this trip is specifically connected to the traveler's official or representational duties:


This is a site visit to two of their charter school campuses. My portfolio contains all issues pertaining to education and my boss is on the Charter School Caucus.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:..

9/16/16
(Date)


(Signature of Employee)

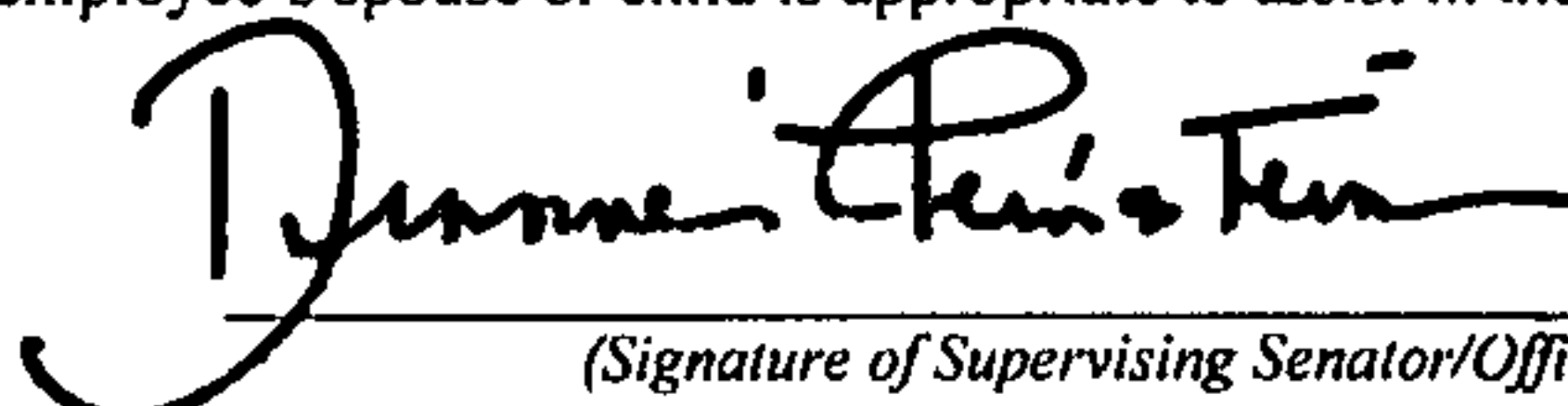
TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Dianne Feinstein hereby authorize Crystal Martinez
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

9/16/16
(Date)


(Signature of Supervising Senator/Officer)

	Transportation Expenses (per participant)	Meal Expenses (per participant)
Actual Amounts	Train Ticket (Round Trip): \$236 Car service (Round Trip): \$19	Breakfast: \$10 Lunch: \$22
TOTAL	\$255	\$32

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): _____
Success Academy Charter Schools
2. Description of the trip: _____
Success Academy Charter Schools is inviting congressional staffers to come for a site visit to observe and tour two of our elementary schools
3. Dates of travel: _____
10/21/16
4. Place of travel: _____
New York City
5. Name and title of Senate invitees: _____
See attached form.
6. I *certify* that the trip fits one of the following categories:
☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
~~OR~~
☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
~~AND~~
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
~~AND~~
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☒ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

~~OR~~

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

~~OR~~

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Success Academy Charter Schools is the only sponsor of this trip and is solely responsible for arranging all logistics and conducting the trip on the day of the event.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

Success Academy Charter Schools is a non-profit organization that manages high-performing charter schools in New York City. This trip will allow Congressional staffers to observe the innovative teaching and learning techniques employed inside Success Academy classrooms

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Success Academy Charter Schools sponsored a similar trip on January 29, 2016 for congressional staffers to come visit and tour one of our middle schools.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Success Academy Charter Schools regularly conducts professional development days for teachers, principals, and other education professionals. Success Academy is also engaged in educating the public and other stakeholders about innovative education methods and the need for education reform.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$260.00		\$25.00	
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip involves an event that is arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Staffers will travel to a Success Academy school to observe classroom education. The school is located in New York City.

19. Name and location of hotel or other lodging facility:

n/a

20. Reason(s) for selecting hotel or other lodging facility:

n/a

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The daily expense for this trip will not exceed the per diem rate of the federal government, which is currently set at \$306.00 for New York City

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

All staffers will travel via train from Washington DC to New York City. It will be coach transportation.

Staffers will use a cab service to get to the schools from the train station, and back.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

n/a

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:



Name and Title: Emily Kim, Executive Vice President for Policy and Legal Affairs

Name of Organization: Success Academy Charter Schools

Address: 95 Pine Street, New York, NY 10005

Telephone Number: 917-834-2893

Fax Number: 646-961-4739

E-mail Address: emily.kim@successacademies.org

The following is a list of ALL Senate employees who have been invited to this event pursuant to item 5 on the Private Sponsor Travel Certification Form issued by the U.S. Senate Committee on Ethics.

Morgan Brand, Legislative Aide
Alyson Kelly, Legislative Correspondent
Sarah Reingold, Legislative Correspondent
Robert Moran, Deputy Director of Education Policy
Amanda Beaumont, Education Counsel
Peter Oppenheim, Educational Policy Director
Lindsay Fryer, Senior Educational Policy Advisor
Andrew LaCasse, Educational Policy Advisor
Lauren Davies, Educational Policy Advisor
Mike Gentile, Professional Staff Member
Bryce McKibben, Policy Advisor
Sarah Bolton, Education Policy Director
Allie Kimmel, Education Policy Advisor
Mark Lasich, Professional Staff Member
David Cleary, Chief of Staff
Christopher Toppings, Legislative Assistant
Brett Layson, Legislative Assistant
Pamela Davidson, Legislative Assistant
Brian Looser, Legislative Assistant
Natalie Burkhalter, Legislative Assistant
Steve Townsend, Legislative Assistant
Katie Neal, Legislative Assistant
Crystal Martinez, Legislative Assistant
Emily Smith, Legislative Assistant
Eamonn Collins, Legislative Assistant
Ashley Eden, Legislative Assistant
Shawn Bills, Legislative Assistant
Louis Katz, Legislative Assistant
Brenna Barber, Legislative Assistant
Brent Palmer, Legislative Assistant
Gohar Sedighi, Legislative Assistant
Brian Moulton, Legislative Assistant
Jacqueline Thomas, Legislative Assistant
David Cole, Legislative Assistant
Courtney Asbill, Legislative Correspondent
Claire Sanderson, Legislative Assistant

